

## **KELSO HIGH SCHOOL - PUPIL MOBILE PHONES AND HAND-HELD TECHNOLOGY POLICY**

### **Rationale**

Kelso High School staff recognise that the use of technology in teaching and learning is vital to the delivery of Curriculum for Excellence. We are also aware that as technology develops within schools, students and staff will want to make use of personal equipment, including mobile phones, ipads, laptops to enhance learning over and above existing school infrastructure. We have therefore revised our Mobile Phone and Hand-held Technology Policy.

### **INSTRUCTIONS TO PUPILS**

#### **CLASSROOMS and TEACHING AREAS:**

- Pupils must only use mobile phones/hand-held device during lessons **only when given specific permission to do so by teachers.**
- There is no need for any pupil to use their mobile phones to contact parents or friends during lessons.
- Pupils must not charge their phones in school.

#### **CORRIDORS AND PLAYGROUND:**

- It is permissible for a pupil to use their Mobile Phone **appropriately** outwith lesson times.
- It is not acceptable for a pupil to use a device for listening to music without headphones e.g. playing music through a mini-amplifier. This is a breach of School Policy and will result in referral to SLT.

#### **PUPIL RESPONSIBILITY:**

- A pupil should not give their mobile phone, ipad, laptop, personal audio device to another pupil.
- Any loss of or damage to property is the responsibility of the owner of the technology.  
**THE SCHOOL WILL NOT ACCEPT RESPONSIBILITY FOR LOSS OR DAMAGE TO TECHNOLOGY.**

#### **SANCTIONS RE MISUSE**

- Any pupil who uses a mobile phone/hand-held device inappropriately (e.g. using it to communicate outwith learning, recording, filming or photography without permission etc.) or using it in any context without specific permission by the teacher will be required to place their technological device in a suitable space agreed with the Teacher e.g. teacher's desk / pupil's bag. The pupil will be given the device back at the end of the period and warned that there should be no repetition of this behaviour.
- A pupil who refuses to comply with the teacher at this point will be referred to the Principal Teacher. The pupil will at this stage place their technological device in a suitable space agreed with the Principal Teacher who will pass the device to the school office where the incident will be recorded and passed onto Pastoral. The pupil will collect the device at the end of day from the office. Parents will be informed by Pastoral and a request will be made to the parent for the offending pupil not to bring the mobile phone to the school for an agreed period.

- A pupil who fails to comply with this request from the Principal Teacher will be referred to SLT via Duty call. SLT may then confiscate the mobile phone/technological device. In which case, the technological device will be stored in the Office and be available for collection by the pupil at the end of the day. Parents will be informed and a request will be made to the parent for the offending pupil not to bring the mobile phone to the school for an agreed period. Standard Duty Call procedures will be followed in relation to the pupil.
- Any pupil who repeatedly disrupts a class by continuing to use the phone/device on further occasions will be sanctioned. The pupil will at this stage be required to place their technological device in a suitable space agreed with the Teacher e.g. teacher's desk and the teacher will pass the device to the school office where the incident will be recorded. The pupil will collect the device at the end of day from the office.

### **INFORMATION FOR STAFF**

- All staff should model appropriate use of technology during class contact time.

### **INFORMATION FOR PARENTS**

#### **EMERGENCIES:**

- If a parent or carer needs to contact a pupil in an emergency situation they should alert the school office who will make contact for them. Parents / Carers should not call pupils during class time.